

MADERA COUNTY
COMMUNITY SERVICE OFFICER

DEFINITION

Under general supervision, to assist with and perform a variety of law enforcement support work in the Sheriff's Department; to prepare and present crime prevention materials; to plan and coordinate crime prevention activities; to promote crime prevention activities and programs with the public and community organizations; and do related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Researches crime prevention information and prepares copy for bulletins, periodic reports, and educational materials; assists with planning, conducting, and participating in educational activities to promote crime prevention practices; prepares and presents special materials concerned with crime prevention; prepares and delivers talks on assigned crime prevention topics to residents and a variety of community groups; assists in preparing exhibits, posters, and public displays for presentation at meetings and community events; provides assistance and serves as liaison for community groups and organizations concerned with crime prevention problems and issues; coordinates and works with Sheriff's Department volunteer programs; represents the Sheriff's Department to a variety of community agencies and organizations; conducts home and business security checks, identifies security problems and recommends security devices and other protective measures; takes routine crime reports; receives and transmits radio communication; responds to public inquiries and requests for crime prevention assistance; processes criminal complaints; makes referrals of the public to community resources; maintains a variety of records concerning crime prevention activities as required by the Sheriff's Department and other agencies; provides fingerprint services for the public, applicants, volunteers, other county agencies and registrants, electronically as well as rolled ink prints; prepares, maintains and updates files and photos for permit holders and registrants; types a variety of materials; performs general office support work; checks and tabulates simple statistics and accounting data.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques involved in preparing educational material.
Functions and programs of the Sheriff's Department.
Community organizations and resources.
Modern office practices, methods, and equipment.
Crime prevention methods and practices.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Demonstrate resourcefulness in gathering, preparing, and disseminating crime prevention material.
Effectively use community resources and organizations.
Maintain and update records, files, and reports.
Make effective individual and group presentations.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
Learn geographic locations, read maps and provide accurate directions.
Remain calm under stressful and emergency circumstances.
Learn basic principles of law enforcement.
Learn, understand and interpret pertinent laws, ordinances, policies and procedures.
Learn basic practices of report writing.
Understand and carry out oral and written instructions.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience in public education or public relations.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in criminal justice, criminology, communications, or behavioral sciences.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.
Basic Peace Officer Standards and Training (POST) certificate desirable, but not required.

Special Requirements:

Essential duties require the following clearances, physical skills and work environment:

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

The position may require working rotating shifts, including swing and midshift; working weekends and holidays.

Ability to work in a standard office environment and to travel to different sites and locations.

Effective Date: November, 1995
July, 2009 - Amendment